

READ THE INFORMATION CONTAINED ON THIS FORM BEFORE YOUR COURT APPEARANCE.
PLEASE CALL THE INDIVIDUAL LISTED BELOW FOR INFORMATION REGARDING TRAVEL ARRANGEMENTS AND SPECIFIC ENTITLEMENTS. IF YOU HAVE A MEDICAL CONDITION OR FAMILY SITUATION THAT REQUIRES SPECIAL CONSIDERATION, PLEASE ADVISE THE INDIVIDUAL LISTED BELOW AS SOON AS POSSIBLE.

CONTACT PERSON:

TELEPHONE NUMBER:

The information on this form does not apply to Federal Employees (military or civilian), deportable aliens or aliens paroled into the United States for prosecution.

****VERIFY YOUR ATTENDANCE****

On the last business day BEFORE you travel to court, call the attorney listed on your subpoena to verify your attendance is required. This may prevent a wasted trip in the event the trial date is changed.

****APPEARANCE IN ANOTHER CITY****

If you are required to travel to another city to appear in court, immediately contact the individual listed above and request instructions.

****REIMBURSEMENT OF EXPENSES AND ATTENDANCE FEES****

- A. **ATTENDANCE FEES.** You will be paid \$40.00 per day, including travel days.
B. **TRANSPORTATION.** You must call the individual listed above to obtain information on transportation. Reimbursement will be made for travel by the least expensive method reasonably available to you. The following rules apply to transportation expenses:

1. **Local Travel:** The recommended method of travel in the local area of the court is Privately Owned Vehicle (POV) or taxi.
2. **Privately Owned Vehicles (POV):** You will be reimbursed in the following amounts:

Automobile \$_____ per mile Motorcycle \$_____ per mile

In addition to the above mileage allowance, necessary tolls, parking and other fees may be reimbursed. You **MUST** keep a record of your odometer readings if you travel by motorcycle or automobile. If two or more witnesses travel in the same vehicle, only one reimbursement for mileage can be made.

IF POV EXPENSES, INCLUDING MILEAGE, TOLLS, PARKING AND OTHER ASSOCIATED COSTS, ARE GREATER THAN COACH CLASS AIRFARE, YOU WILL BE RESPONSIBLE FOR THE DIFFERENCE.

3. **Common Carrier:** If you are located outside the local court area, CALL THE INDIVIDUAL LISTED ABOVE FOR INSTRUCTIONS. Train, bus or airfare will be reimbursed at the COACH or other Non-PREMIUM rate. **Reimbursement WILL NOT be made for First Class accommodations, "Frequent Flyer" tickets or charter service. DO NOT purchase non-refundable tickets.** If your appearance date changes or is cancelled you WILL NOT be reimbursed for non-refundable tickets. If you have any questions concerning transportation arrangements, contact the individual listed above before making any reservations or arrangements.

- C. **MEALS.** If it is necessary for you to remain away from home overnight, you will receive the following daily meal allowances:

\$_____ for each travel day PLUS \$_____ for each full day at court

- D. **LODGING.** If it is necessary for you to remain away from home overnight, you will be reimbursed for the ACTUAL COST of your hotel/motel room, which may not exceed \$_____ per night, excluding tax.

*****YOU MUST RETAIN ALL RECEIPTS*****

ALL CLAIMS FOR PARKING, TAXIS, BAGGAGE FEES, ETC. MUST BE SUPPORTED BY A RECEIPT, WITH THE EXCEPTION OF MEALS AND MILEAGE.

****DISMISSAL****

When you are advised that your attendance is no longer required, you should request information regarding the payment of the fees and allowances outlined above. The individual requiring your attendance will provide you with a Fact Witness Voucher. You will be required to list your expenses on this voucher. The voucher will be submitted to the U.S. Marshals Service by individual requiring your attendance. The U.S. Marshals will process the voucher and the U.S. Treasury will **MAIL** you the payment.